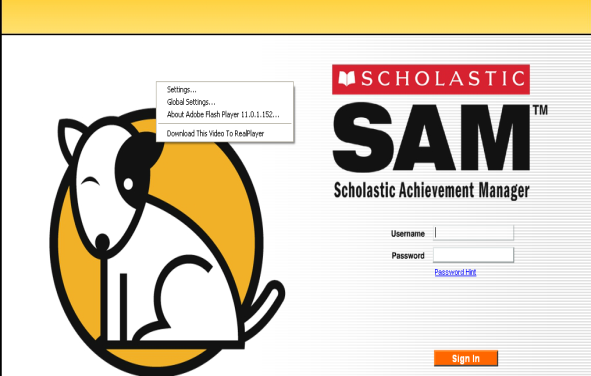
**SAM-Fastt Math Basic Guide**

**Browse to the site:**

1. Open Lowell Elementary Website and click on “Lowell School Staff Page” tab.
2. Scroll down to “SAM”
3. At the login page:

**Username:** should be same as district email **Password:** 12345



**When in the site:**

How to Access **Class Progress Report:**

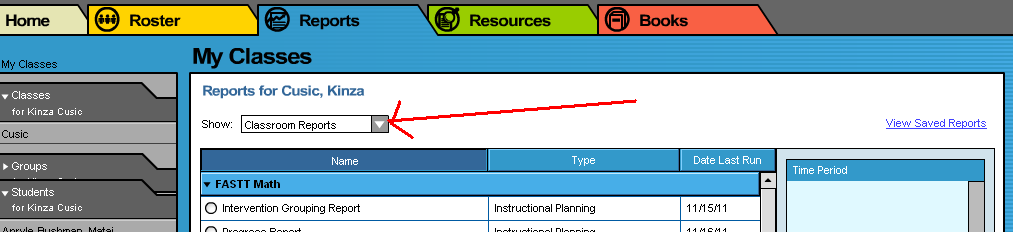
**Purpose:**

* Shows student performance (such as Fast Facts after Place Assessment and current Fast, Focus, and Study Facts) and usage information for each student.
* Assists teacher in monitoring student progress and identifies students who are not using the program successfully

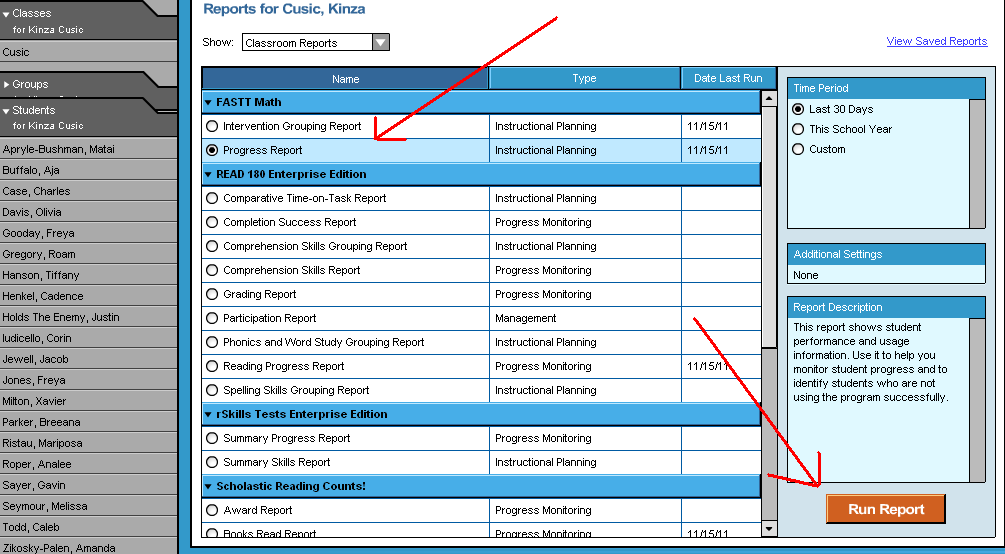
1. Select the blue **Reports** Icon under My Classes.



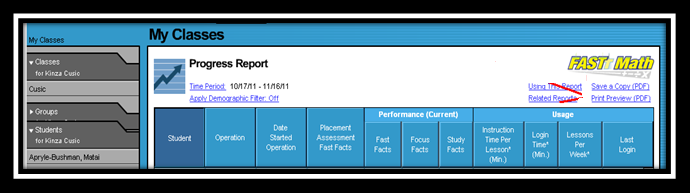
1. Choose **Classroom Reports** under the drop down menu.



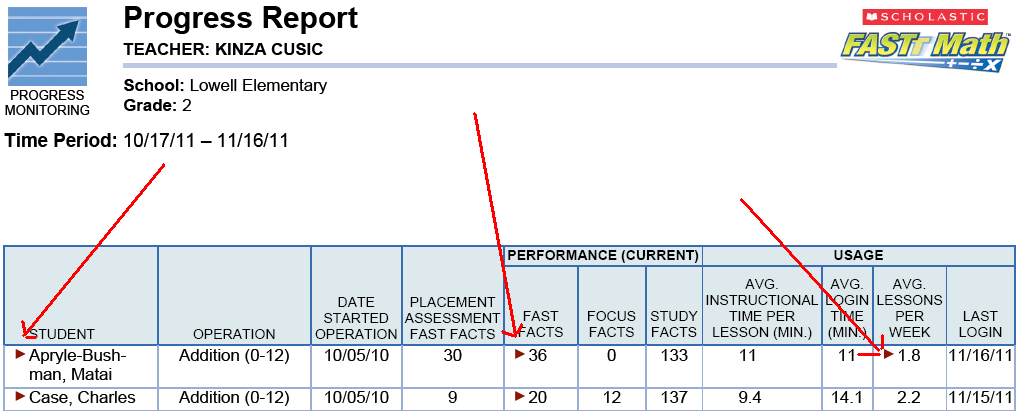
1. Select **Progress Report** and scroll down until you see the **Run Report** orange button on the right hand side. Select **Run Report**.



1. Select Print Preview (PDF)



1. This will lead you to a **progress report** for your class in a PDF document to print.



**Tips:** Look for flags that indicate:

* Lower than expected performance in fact fluency
* Fewer than 3 lessons per week (Use should be 3-5 times week for improvement)
* Students spending too much time on software (observe to see if they are struggling, consider adjusting program settings)
* If student’s name is flagged you can get more information by printing out the Student Lesson Status Report or Student Response to Intervention Report. (See next steps!)

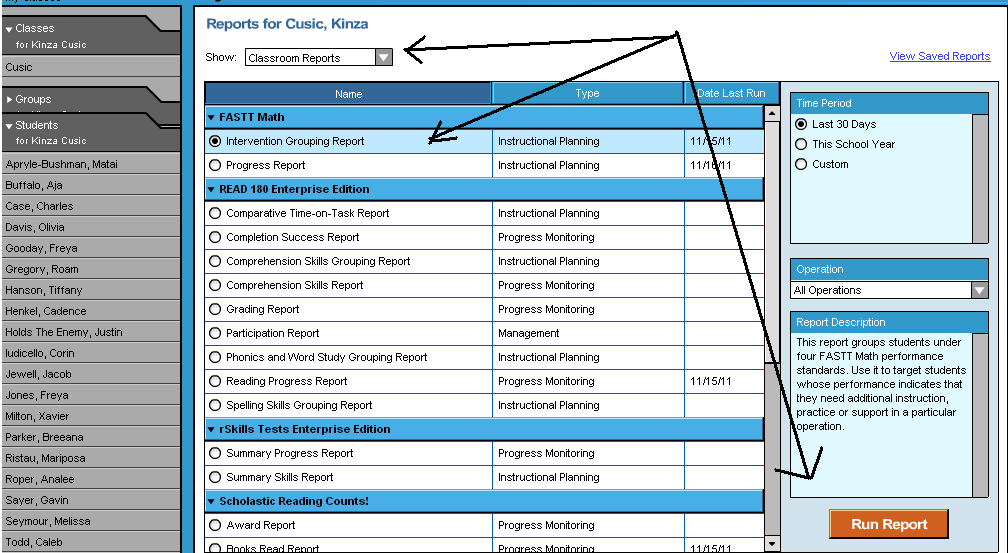
How to Access the **Student Response to Intervention Report:**

**Purpose:**

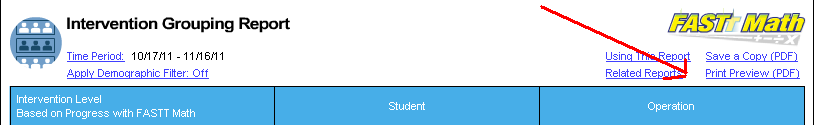
* Target students whose performance indicates that they need additional instruction, practice, or support in a certain operation.
* Groups students under four FASTT Math performance standards: Fluent, Near Fluent, Developing, Under developing

**Steps:**

1. Under Reports (Blue button) select **Classroom Reports.**
2. Select **Intervention Grouping Report** and scroll down and select the orange **Run Report** button.



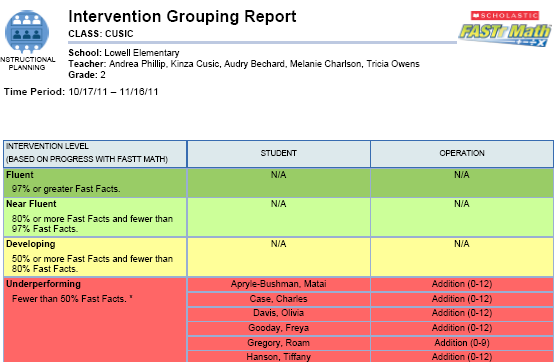
1. Select **Print Preview**



1. This will open the **Intervention Grouping Report** which groups students under the Fastt Math performance standards.

**TIPS:**

* Plan appropriate math support/interventions for students who are underperforming.
* Observe students to be sure they are on track and adjust setting programs if necessary (see further steps).



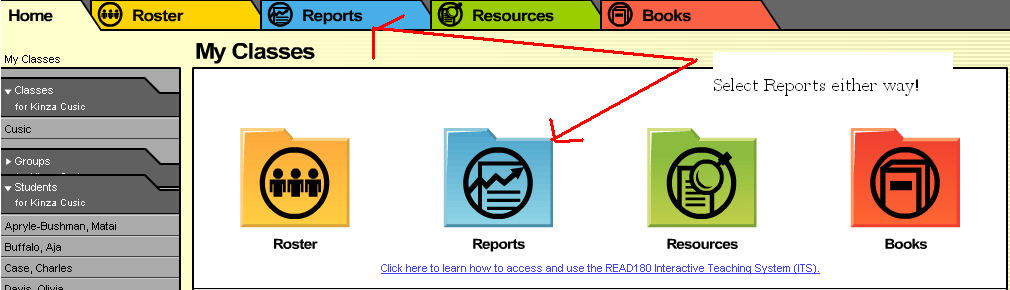
How to Access the **Student Response to Intervention Report:**

**Purpose:**

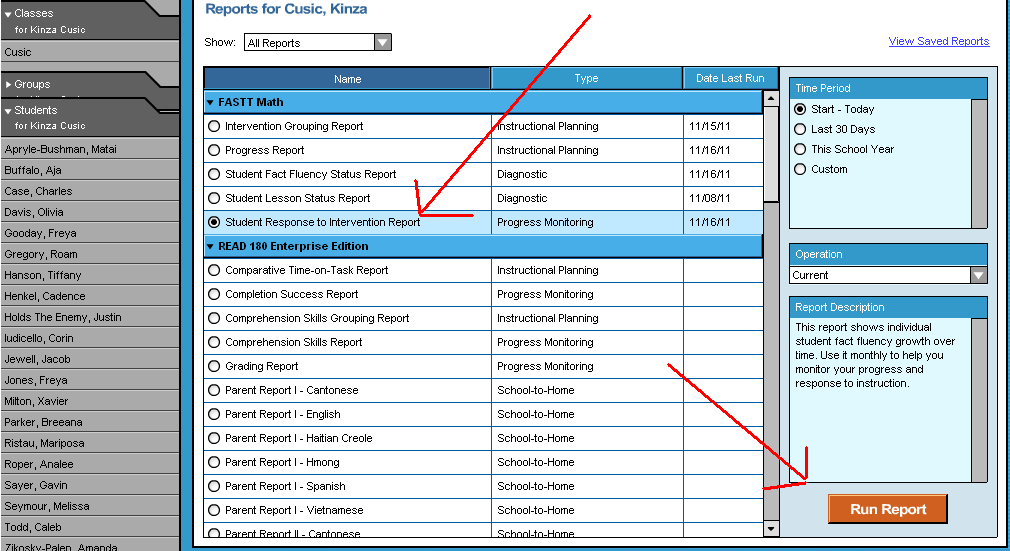
* Shows individual student fact fluency growth over time
* Use monthly or when you receive a Slow Progress in Fast Fluency message in the SAM Message Center

**Steps:**

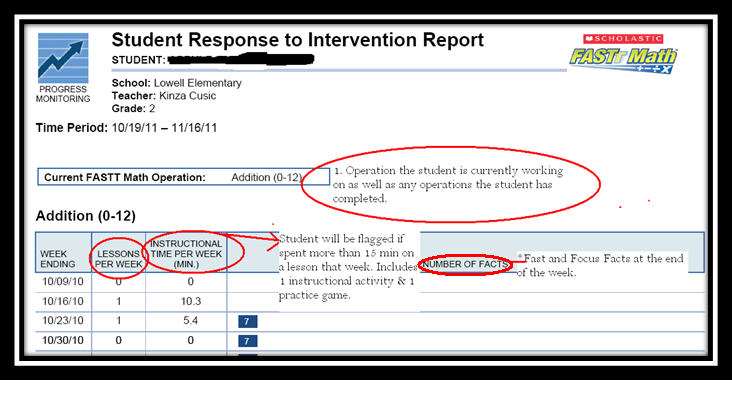
* Select **Reports** under the My Classes tab.



* Select **Student Response to Intervention Report** and **Run Report** (scroll down-bottom right).



* Select **Print Preview**
* Report sheets for entire class will come up in the PDF document. You can print entire class at one time or individual students (by selecting the page number when you print).



**Understanding the Data:**

* Key places to look are circled above.

**Tips:**

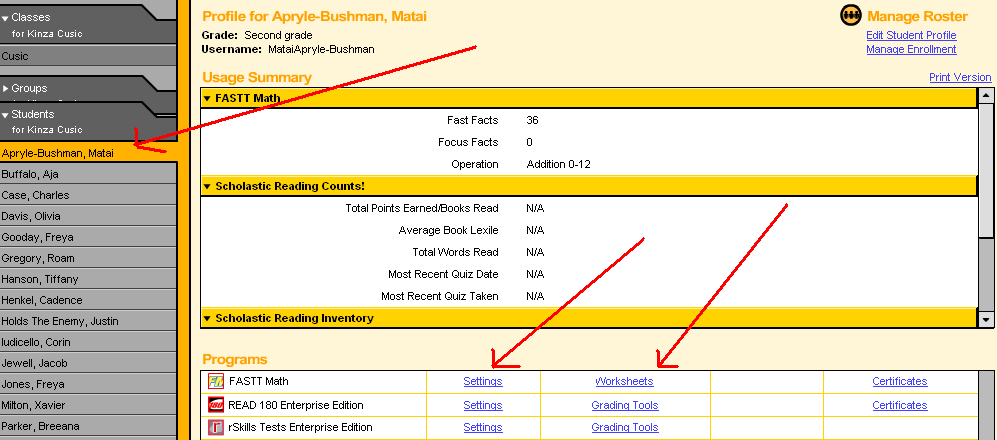
* Look for steady growth over time in total number of Fast Facts.
* For students showing slow progress, consider additional practice with customized worksheets(see steps below).
* Review frequency of use (aim for 3-5 times a week with intensive and strategic students).
* Look for flags that indicate a student is spending too much time on software.

How to Accessthe **Student Worksheets and Change Student Settings:**

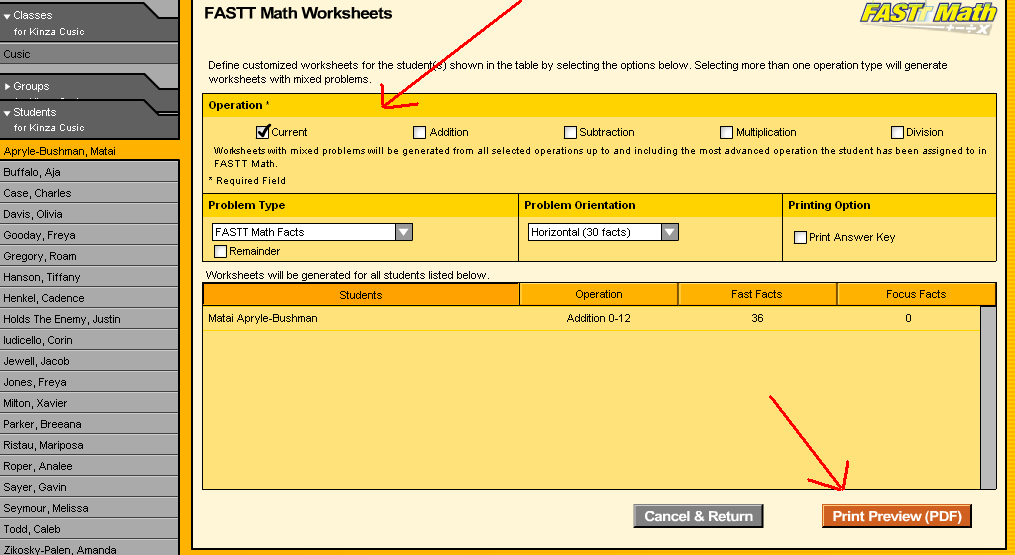
1. Under students select one particular student at a time. Then choose one or both of the following options:
   * + Select **Settings** to change operations (assignments), lessons per day, problem format, time response limit, problems per activity, language, etc.

AND/OR

* + - Select **Worksheets** to customize worksheets for individual students.



1. Choose the **operation, types of problems, & orientation** that you would like on the worksheet. Then select **Print Preview.**  The worksheet will then be ready to print!



How to Access the **Student Fact Fluency Status Report:**

**Purpose:**

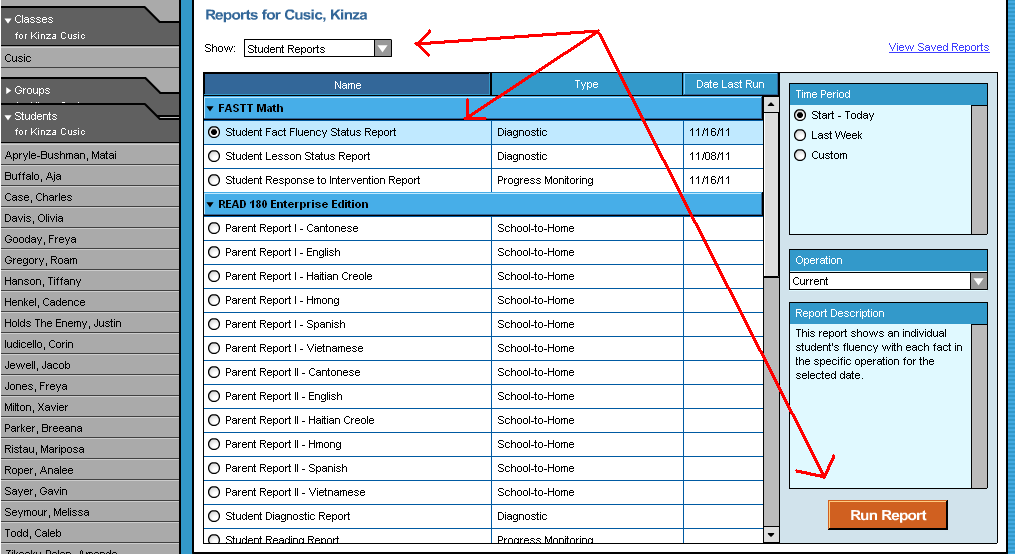
* Shows individual student’s fluency with each fact in the specific operation for the selected date.
* This is a useful report to send home with students (may also want to print the Parent/Guardian letter to explain program to parents). Students can also use it for facts to study.

**When to Use:**

* **First Time:** After students have finished the Placement Assessment.
* **Ongoing:** Weekly, and when you receive a Low Performance During Placement Assessment message in the SAM Message Center &/or at the end of the grading period.

**STEPS:**

1. Select **Reports** (blue icon in center)
2. Select **Student Reports** under the drop down menu and select **Student Fact Fluency Status Report**. Then select **Run Report** (scroll down bottom right).



1. Select **Print Preview (PDF)**. This will bring you to the spreadsheet for your class.

